

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1102
		Original Date	04/14/1993
	Department: Social Services	Revised Date	07/09/2015
	Resident Social History Evaluation/Progress Notes		

POLICY:

Resident social histories and assessments will be completed by the Social Worker for new admissions. All significant resident/family action and contacts will be recorded in the medical record.

PROCEDURE:

1. Resident social history (Attachment #1)
 - A. The resident social history will be placed in the Social Service section of the resident medical record.
 - B. A copy of the social history will be placed in the Social Services file by the Social Worker.
 - C. The social history will be completed within 30 days of admission.
2. Social service assessments (Attachment #2)
 - A. The social services assessment will be completed within 14 days of new admission.
 - B. The social services assessment will be completed quarterly and discussed with the resident as appropriate.
 - C. Social Services will review psycho-social needs of the resident and address it as necessary or at least quarterly on the care plan.
3. Progress Notes.
 - A. Comments on the progress notes shall be dated and signed (including title of position).
 - B. Quarterly a progress note is made on each resident by the Social Service staff after a review of the social service assessment, care plan goals, progress notes, face sheet, POLST (Provider Orders for Life Sustaining Treatment), and funeral plan.